



TOWN OF KITTERY, MAINE

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March 10, 2010

Frisbee Revitalization Committee
Regular Meeting Agenda
7:00 p.m.

Large Conference RM

1. Call to Order
2. Acceptance of Minutes
 - a. February 10, 2010
3. Discussion on Project Commencement by BH+A
4. Discussion on Governance Facility Management
5. Branding Concept and Process
6. New Business
7. Adjournment

**FRISBEE REVITALIZATION COMMITTEE
MINUTES OF THE MEETING
FEBRUARY 10, 2010**

Chairman Chris Perkins called the meeting to order at 7:05pm.

Minutes of the Meeting- Jeff Thomson made a motion to accept the minutes, Judy Spiller seconded. Minutes accepted as written.

Update on Town Council Decisions: Jon Carter explained that the Town Council would meet next on the 22nd of the month. Depending on our decisions tonight as a committee and BH + A's input, hiring the firm could be on the agenda that night, along with the loan of \$30,000.00 from the Rec. Center account.

BH+A Draft Agreement: Jon Carter shared that BH+A had ideas of using an AIA agreement. Jon felt that format would be too difficult for all parties to go through. The town had just completed a contract that Jon sent on to BH+A citing it as an example. They chose to use the entire format. After reviewing the draft, several members disagreed with upfront payment, would rather be invoiced monthly, wanted to be the owners of the project when completed, as the town is paying for the work to be submitted to us; language in Section 1 needs to be fixed, still language in contract sent as an example; changes made to the Scope of Services section to include a recap with users following Step 5; and following that, the public components; Section 6 will reflect a tighter scope of time. Section 7:7 will be removed. The contact persons for BH+A will be Jon Carter and Gerry Mylorie. A public meeting at the building was also discussed; would be a good idea in the spring. These requests will be sent to BH+A for their input and changes.

New Business: Gerry Mylorie would like the committee to start thinking about the Branding of the facility. He feels that it is beneficial to communicate the broader vision in order to build public interest and public support for the project.

The committee also discussed the name. Jeff Thompson suggested that we should consider keeping "Frisbee" as part of the name. Consensus is that public opinion is needed.

The next scheduled meeting will be March 10th, and the potential users will be invited to attend.

Meeting adjourned at 8:10pm.

Present: Judy Spiller, Adlai Sudborough, Matt Brock, Chris Perkins, Jon Carter, Jeff Thomson, Jeff Pelletier, Gerry Mylorie, Debby Pirini-Boyle

memo

to: Jon Carter, Town Manager
Town of Kittery

from: Joel Bargmann

date: March 1, 2010

job name and number: 2964: Kittery Frisbee School Reuse Study

subject: Draft Schedule

cc: Tom Scarlata, bh+a

March

Review Existing Conditions

This step involves review of the building elements including its structure. We are particularly interested to determine the ability of the building to house library functions (floor loading) and for the roof to support roof loads without major, prohibitively expensive reinforcements. The same study is done for the building exteriors (windows, walls and roofs) and for the building systems such as heating, cooling (lack thereof) electrical, plumbing, gas, and fire protection. (These items are termed MEP/FP.)

Become familiar with the parcel and surrounding area

3/10/01 Meet with the FRC to review program requirements (Committee to Review Schedule Only -Consultant Not Present))

Determine validity of using adjacent parcels and/or entering into land swaps

Programming

Review "listening session" notes of possible users and program requirements

Meet with selected users to refine program requirements

Prepare site program (parking, drop-off, service, playground, play fields, environmental)

3/31/01 Meet with the FRC to review existing conditions and final program

April

Prepare use options

This step looks at how the various uses can be dispersed within the existing building with required additions such as the gymnasium. An example is the central cafeteria space between the original wing and the annex that seems to be desirable for several of the considered programs.

Validate structural & MEP/FP feasibility to allow for requested programming

These two steps involve review of the structural and MEP/FP existing conditions study relative to the use options so that uses are located where they can be supported (e.g. library shelving) and to determine what supplemental systems such as air conditioning may be required for all or part of the building given its new year round occupation.

4/14/10 Meet with FRC to review use options and system feasibilities

Prepare conceptual space plan for uses based on the preferred use option

Prepare conceptual site plan (most likely a phased plan)

These two steps are the follow-up to the use options and include building and site plans for the preferred use option including required additions, site work and building renovation work that will be required regardless of use.

4/28/10 Meet with FRC to review conceptual plans

May

Prepare cost estimates

Finalize plans based on comments received at 4/28 meeting

Prepare interior and exterior illustration of preferred option

5/12/10 Meet with FRC to review cost estimate and renderings

Prepare "next steps proposal"

This includes additional phases and the scope of work for either a phased or unified renovation of the building. Preliminary "total project cost" estimates and a project implementation schedule are to be developed.

Modify illustrations as required based on comments from 5/12 meeting

5/26/10 Meet with FRC to review next steps; release team to prepare final report

June

Prepare draft of final written report

6/09/10 Meet with FRC to review draft final report (report and slide show)

FRC to review draft report

Comments submitted back to bh+a by 6/30/10 (allowing three weeks for review of draft)

July

Incorporate comments into final report

7/14/10 Final Report Completed

7/30/10 Final Report Accepted, (report and slide show)

Work completed

